

HISTORY OF THE
BUILDING MAINTENANCE AND UTILITIES DIVISION

1. This division of Central Intelligence Agency was originally established in the fall of 1942 within the Office of Strategic Services, as a section under the Purchase and Supply Branch of Administrative Services. The section was formed with individuals having past experience in property and supply procedures, with the undersigned as the section chief.

2. During the early spring of 1945, the section increasing its scope of operation, absorbed the Telephone Section, and became the Real Estate and Utilities Branch of the Procurement and Supply Division.

3. With the termination of the war, the Office of Strategic Services was liquidated and remaining activities, including this branch, were transferred to the War Department and became known as the Strategic Service Unit. The interim between September 30, 1945 and November 1, 1946 when the Central Intelligence Group was created, was very trying to all personnel, since it appeared that no action was being taken to continue the activity on a separate agency basis. Many individuals discontinued their services and moral was very low.

4. The Real Estate and Utilities Division was activated in Central Intelligence Group with practically the same staff as within the Office of Strategic Services and in turn was absorbed in the entirety by Central Intelligence Agency.

5. The Central Intelligence Group

6. Activities of the division at this time, included space planning; moving, administration of vehicles, including procedures for "undercover" tags and records of operation; telephone service; installations, renovations

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and maintenance in all buildings in the departmental area, and various other activities pertaining to Administrative Services.

7. Rapid growth of the Agency, necessitated the establishing of the Transportation Division, of Administrative Services, to which, activities of the Real Estate and Utilities Division, pertaining to transportation were transferred. The staff of the Real Estate and Utilities Division struggled valiantly to increase the tempo of its activity to meet the demands of the constantly expanding agency. Space planning was a major item. Demands for the preparation of new space prior to occupancy became a part of the daily routine. Telephone service increased from 1200 lines in 1947, to 3200 lines in 1952. The number of buildings housing Central Intelligence Agency personnel exceeded thirty (30) in 1952. One of our principle concerns was accomplishing installations recommended by the Physical Security Division of Inspection and Security, for the security of Central Intelligence Agency buildings. Real Estate and Utilities has been closely associated with Inspection and Security and is proud of the results obtained from the coordinated efforts of the two units.

8. In 1951, the name of this Division was changed to the Building Maintenance and Utilities Division. The division was relieved of space planning at this time. Increased personnel in the Telephone Branch has greatly increased the proficiency of this important operation.

9. Requests for alterations and installations have increased ten fold and although the staff has only been increased by two (2) individuals, the challenge presented is being met in an appropriate manner commensurate with available ways and means.

10. The undersigned, Chief of this Division, E.O.D. September 2, 1941 into COI, then located in the [REDACTED] Since that time, many changes in the organizational structure have been experienced. It is our belief that a closely coordinated group of offices have been combined and that realistic planning is resulting in a firm path towards the ultimate goal.

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